

DELDOT SNOW REMOVAL REIMBURSEMENT PROGRAM

2014-2015 SEASON GUIDELINES

Measuring stations

- The University of Delaware continues to maintain and monitor the 26 Delaware Environmental Observing System (DEOS) stations that provide our accumulation data
 - The data can be viewed by the public on the University's website, www.deos.udel.edu.
 - Accumulations over 4 inches are deemed qualified or eligible events and will be posted on the DelDOT website, www.snow.deldot.gov as the snow event progresses.
- The highest measurement recorded within a snow zone will be used to determine the reimbursement category.

Annual Packet and Association data sheets

- Review all data sheets enclosed and **return the confirmation sheet** in self-addressed stamped envelope provided in annual packet by **December 1, 2014**.
- Any **changes** should be noted on the confirmation sheet, signed and returned and an Association Change form submitted with it.
- The Division of Accounting prints all State of Delaware checks and requires the completion of a DE W-9 any time there is a change in the associations address. The form may be completed online at <https://w9.accounting.delaware.gov/>. Questions may be directed to Vendor Maintenance at 302-672-5000.
- Road listings should be reviewed and any discrepancies reviewed **before** the first snowfall.
- The same reimbursement rates are used for all locations and include a mobilization fee which encompasses start up, fuel costs, equipment rental, etc.
- The rate list is enclosed in your packet and is broken down by category with a table showing the maximum allowable cap for your subdivision. **If you have paid more than these rates in the past, you may want to review them with your contractor prior to his retention of service.**

Document Submission

- When a monitor within your snow zone registers an accumulation total over 4 inches, your association will qualify or be eligible for reimbursement. **Reimbursement requests should be submitted as soon after an event as they occur.**
- Per Delaware Code/Title 17, Chapter 5.521, all contractors providing snow removal services must be licensed and insured. It is your responsibility to verify the contractor's insurance and sign the certification portion of the "2014-2015 Reimbursement Request Form". Copies of the license nor insurance do not need to be submitted.
- Your reimbursement request should mirror the contractor's invoice.
- Be sure to review your request prior to submission, verifying that all information is complete and signatures are in the appropriate locations. Documents will be returned if not submitted properly.
- **All reimbursement requests must be submitted by June 1, 2015.** Claims received after this date will not be processed.

Contractor invoices

- Communicating with your snow removal contractor will assist with the understanding of the detailed itemization required.
- Be sure that your contractor has listed:
 - The type of service completed (plowing snow and/or material application)
 - The date of service provided
 - The dollar amount by day and service on their invoice.
 - Feeder Roads, if applicable, must be listed separately.
- Roads must be priced separately. Driveways, mailboxes, sidewalks, parking areas, etc. will **NOT** be reimbursed.

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Proof of Payment

- Proof of payment must be provided and may be in the form of:
 - A cancelled check (front and back) or screen print from bank. Mini check print outs are also acceptable.
 - A bank statement if the remit to is listed, otherwise a copy of the written check may also be required
- Optional notarized section on the reimbursement form.
 - This is a promise to pay if you have a small association and need the funds to pay the contractor.
 - Additional documentation may be requested if you are a large association or management company.

Per Event Billing

- A storm will only qualify for reimbursement when the accumulation totals on www.snow.deldot.gov report over four inches of snow in your snow zone.
- Civic Associations that pay per event must follow the instructions provided on the enclosed reimbursement request form.
- Reimbursement Requests must be signed by an association officer certifying that a licensed and insured contractor was used for each qualified event.
 - The form must have daily breakdown of cost for plowing and materials used (salt/sand).
 - Only salt/sand used on the roadway is reimbursable and included in your cap calculations.
- **All reimbursement requests for the 2014-2015 winter season must be received in our office by June 1, 2015.** Claims received after this date will not be processed.
- Extra copies of the form may be printed from our website, www.snow.deldot.gov.

Annual contracts

- Submit one reimbursement request form with the contact information and contractor certification by December 15, 2014. If you pay pre and post season installments, please call for further clarification.
- Submit a copy of the signed fixed-rate contract, which must include:
 - A fixed rate for the entire snow season regardless of the number of snowfalls.
 - State roads priced separately, no driveways, mailboxes, driveways, parking areas, etc.
- Submit a copy of the cancelled check paid to the company engaged to do the season's plowing.
- Once approved, you will receive your reimbursement automatically within 30 days of each qualifying event, without additional documentation required from you.
- Reimbursements will be up to 75% of the calculated cap by storm until 75% of your paid contract is depleted.

Feeder roads

- Only roads that have been determined by DelDOT as feeder roads will be reimbursed at feeder rates when proper documentation is submitted.
- If you have feeder roads as part of your subdivision, they are included in your Civic Association's reimbursement packet and are listed separately on the street listing and rate charts.
- A feeder road is a road that serves **more than a single subdivision as a primary entry way.** These roads may **serve two or more different subdivisions** or a subdivision and either a school, church, business or other public building.
- Feeder roads are reimbursed at the lesser amount of either 100% of the invoiced amount or 200% of the allowable cap.
- In order to be reimbursed for feeder roads, you must arrange to have your snow plow contractor separately itemize the charges for services for the feeder roads.
- When completing the reimbursement request form, you must indicate the itemized cost for the feeder road separately in the feeder road section.